



Training Opportunity:

# Bullying and Harassment:

## Intake through Investigation

Learn about a step-by-step framework for addressing a range of complaints and issues.

Develop your  
**interviewing, analysis,  
investigation skills**  
and more!

The framework includes:

1. The working definitions of bullying and harassment and what legal duties you must fulfill under district policy and state and federal law.
2. The timing of when an employee needs to report what they've seen or been told, and how to document that report.
3. The "how to" skills of interviewing students objectively, making a record of the interviews, address disputed facts and conduct an environmental scan.
4. Templates to guide you in analyzing the issues and the steps to take.

The McGrath Investigation Process is designed to be used in bullying and harassment complaints, but can also be applied to sexual misconduct, sexual harassment, and racial and religious discrimination complaints. During this training, you will have the opportunity to practice interviewing skills, analyze case studies and walk through an investigation procedure designed to meet Office for Civil Rights complaint investigations.

**Three dates available. All events are 8:30 a.m. - 4:30 p.m. and include lunch. Register now!**

**Monday, November 20**

Harborview Room, Fitger's Event  
Center, Duluth

**Tuesday, November 28**

Minnesota Department of  
Education, Roseville

**Tuesday, December 12**

Metro ECSU,  
Arden Hills

*\*for cooperative members only*

This course has been approved for 8.0 Continuing Education Credits from the Board of School Administrators and was designed to meet the Minnesota Board of Teaching Continuing Education Requirements.